

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY SHERIFF SERGEANT**

Jurisdictional Class: **Competitive**
Date Adopted: **March 27, 1995**
Date Revised: **Oct. 8, 1997; April 29, 1998**
Jurisdictions: **County**
Union Status: **SCDSA**
Pay Grade: **13**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the activities of deputy sheriffs on an assigned shift or unit. An employee in this class assigns, inspects and schedules the work of deputy sheriffs. The work is performed under the general supervision of a higher-ranking officer. An incumbent supervises and assists deputies in handling difficult law enforcement situations and organizes and coordinates the department's activities in responding to emergency situations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the activities of deputy sheriffs or other personnel;
Assigns deputies to specific areas of patrol or investigation;
Patrols areas to enforce laws, investigate crimes and arrest violators;
Serves court orders and processes;
Prepares and reviews a variety of business and law enforcement records and reports;
Receives complaints from public concerning crimes and emergencies;
Investigates illegal or suspicious activities of persons and quells disturbances;
Coordinates the transfer of prisoners between various locations;
May be assigned to work in specialized areas such as civil, records, security, jail, communications, juvenile, narcotics, etc.;
May be designated as representative of the department in addressing civic groups or in dealings with other agencies;
May be assigned responsibility for supervision and maintenance of departmental equipment;
May train, instruct or evaluate deputy sheriffs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and techniques of law enforcement; of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable Laws, regulations and ordinances; of local geography; of operating radio equipment; of the principles and practices of supervision; Skill is the use of firearms, special equipment including police radar and breathalyzers, and operation of a patrol car; Ability to apply first aid, deal firmly yet courteously with the public, and to follow and communicate written and oral directions; Good powers of observation, sound judgment and tact.

MINIMUM QUALIFICATIONS:

- (A) Associate degree in criminal justice and three (3) years' experience as a Deputy Sheriff in a New York State Sheriff's Department; **OR**

Last Reviewed: 04/29/98
Last Updated: **Oct. 8, 1997; April 29, 1998**
Reviewed By: n/a
Last Reallocated: n/a

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- (B) High school diploma or equivalency and five (5) years' experience as a Deputy Sheriff in a New York State Sheriff's Department; **OR**
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENTS:

1. Possession of a New York State driver's license.
2. May not have been convicted of a felony.